UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING CASES INVOLVING
ADVANCES BY THE SECRETARY OF AGRICULTURE FOR PAYMENT
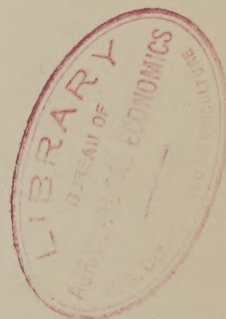OF 1940 WHEAT CROP INSURANCE PREMIUMS

Supplement No. 1

NCR-423 (CI) (ADV), issued August 8, 1939, is amended as follows:

1. Part II, paragraph A, item 2 is amended by adding
   at the end thereof the following:

   "In determining the eligibility of a person for an
   advance, no consideration shall be given to any
   governmental indebtedness arising out of an AAA-372
   unless such AAA-372 indicates that the set-off is to
   be made from such person's payment under the 1940
   Agricultural Conservation Program."

NCR-423B

Issued June 14, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL REGION

INSTRUCTIONS RELATIVE TO HANDLING FARM COMPUTATION SHEETS,
APPLICATIONS FOR PAYMENT, AND RELATED FORMS UNDER THE
1940 AGRICULTURAL CONSERVATION PROGRAM IN THE
BOONE COUNTY OFFICE AND IN THE INDIANA STATE OFFICE.

PART I. GENERAL

A. GENERAL INSTRUCTIONS.

The instructions contained herein shall be followed in the Boone County Office and in the APS in the Indiana State Office in handling applications and related forms under the 1940 Boone County Agricultural Conservation Program. The instructions contained in NCR-423 for the regular 1940 Agricultural Conservation Program shall be followed except for the changes and modifications indicated herein. All references to forms in NCR-423 shall be construed as references to the corresponding Boone County forms.

B. FORMS TO BE USED:

NCR-409 - Listing Sheet.

NCR-417 - Farm Report.

NCR-425B - Farm Computation Sheet.

NCR-426B - Application for Payment for One Farm.

NCR-427B - Application for Payment for More Than One Farm.

RF-1 - Progress Record.

RF-2 - Report of Indebtedness.

RF-3 - Release of Lots and Suspended Cases.

RF-4 - Suspension Sheet.

RF-5 - Correction Sheet.

RF-6 - Replacement Form.

RF-7 - List of Persons Eligible to Execute an Application for Payment with Respect to Only One Farm.

RF-8 - List of Persons Eligible to Execute an Application for Payment with Respect to More Than One Farm.

RF-10 - Transmittal Sheet for Forms _____ (To State Office)

RF-11 - Notice of Adjustment Payment.

RF-12 - Record of Indebtedness.

RF-14 - Record of Payment.

ACP-22 - Schedule of Disbursement.

ACP-69 - Assignment Form.

ACP-104 - Public Voucher ____ Agricultural Conservation Payments
(Continuation Sheet)

ACP-117 - Public Voucher 1940 Agricultural Conservation Payments.

Form 1096 - Schedule of Voucher Deductions.

PART II. PREPARATION OF LISTS OF NAMES FOR PERSONS
ELIGIBLE TO EXECUTE APPLICATIONS FOR PAYMENT.

Forms RF-7 and RF-8 will be prepared in Boone County in accordance with the instructions in Part II of NCR-423.

PART III. ENTRIES ON FARM COMPUTATION SHEETS.

A. GENERAL.

NCR-425B will be prepared from the data on NCR-409B, and NCR-417. If the farm was not operated in 1940 enter the word "IDLE" in column (a) of Section I, of NCR-425B.

B. ENTRIES ON NCR-425B.

1. Enter the farm number in the upper right-hand corner of the form. Obtain such farm number form NCR-417.

2. Enter the word "yes" or the word "no" in the box provided therefor at the top of NCR-425B.

a. Enter "yes" if a check mark (✓) appears in Section VI, line 1 of NCR-417 in the column headed "ACP".

b. Enter "no" if an entry does not appear in Section VI, line 1 of NCR-417 in the column headed "ACP", but an "X" appears on line 2 of such column.

c. If neither a check mark (✓) nor an "X" appears in the "ACP" column in Section VI of NCR-417, do not prepare an NCR-425B for the farm.

3. Make entries in Section I of NCR-425B as follows:

a. Column (b) - Corn.

(1) Obtain the entry for 1(b) from column (19) of NCR-409B.

(2) Obtain the entry for 2(b) from column (20) of NCR-409B. If the farm is designated on NCR-403 as a non-corn-allotment farm and is eligible to be so designated or if a zero (0) corn acreage allotment was established for the farm, enter the letters "NA" in 2(b) in lieu of the corn allotment.

   (3) Obtain the entry for 3(b) from column (21) if NCR-409B.

   (4) Obtain the entry for 4(b) from item 1(h) of Section IV of NCR-417.

   (5) Obtain the entry for 5(b) from column (22) of NCR-409B.

 b. Column (c) - Wheat.

   (1) Obtain the entry for 1(c) from column (28) of NCR-409B.

   (2) Obtain the entry for 2(c) from column (29) of NCR-409B. If the farm is designated on NCR-403 or NCR-403W as a non-wheat-allotment farm, or if a zero (0) wheat acreage allotment was established for the farm, enter the letters "NA" in 2(c) and also enter the wheat allotment in 2(c) if the allotment is greater than 10 acres.

   (3) Obtain the entry for 3(c) from column (30) of NCR-409B.

   (4) Obtain the entry for 4(c) from item 2(h) of Section IV of NCR-417.

   (5) Obtain the entry for 5(c) from column (31) of NCR-409B.

 c. Column (d) - Commercial Vegetables.

   (1) Obtain the entry for 2(d) from the appropriate column of NCR-409B.

   (2) Obtain the entry for 4(d) by adding the entries for potatoes and commercial vegetables in items 4(h) and 5(h) of Section IV of NCR-417.

 d. Column (e) - General.

   (1) If the farm is designated on NCR-403 as a non-general-allotment farm, or if a zero (0) total soil-depleting acreage allotment was established for the farm, enter the letters "NA" in the left half of 2(e).

   (2) Obtain the entry for 3(e) from column (34) of NCR-409B.

   (3) Obtain the entry for 5(e) from column (13) of NCR-409B.

 e. Column (f) - Total.

   (1) Obtain the entry for 1(f) from column (10) of NCR-409B.

   (2) Obtain the entry for 2(f) from column (11) of NCR-409B.

   (3) Obtain the entry for 3(f) from column (12) of NCR-409B.

(4) Obtain the entry for 4(f) from item 9(h) of Section IV of NCR-417.

4. Make entries in Section II of NCR-425B as follows:

a. Obtain the entry for 1(b) from item 11(h) of Section IV or NCR-417.

b. Obtain the entry for 3(b) from item 10(h) of Section IV of NCR-417.

c. Obtain the entry for 4(b) from column (c) of Section III of NCR-417 opposite the letter "Y".

d. Obtain the entry for 5(b) from item 2(d) of Section I of NCR-425B.

e. Obtain the entry for 8(b) by adding the number of units entered in Section III, column (g) of NCR-417 for soil-building practice no. 20.

f. Enter in the spaces provided therefor in 10(a) the practice numbers of the soil-building practices carried out on the farm. Obtain such entries from Section III, column (f) of NCR-417.

g. Enter in 11(a) in the spaces below the practice numbers in 10(a) the number of units of such practices. Obtain such entries from Section III, column (g) of NCR-417.

h. Enter in 11(b) the total number of units of soil-building practices carried out on the farm. Obtain such entry on the "Total" line of column (g) of Section III of NCR-417.

5. Make entries in Section III of NCR-425B in accordance with the instructions in Section II, paragraph 6 of Part III of NCR-423.

PART IV. COMPUTATIONS OF FARM COMPUTATION SHEETS.

A. GENERAL.

1. All instructions in Parv IV of NCR-423 relative to negative numbers, fractions, corrections, and ineligible farms shall be applicable in connection with the instructions contained herein for making computations on NCR-425B.

B. COMPUTATIONS ON NCR-425B.

1. Make computations with respect to Section I of NCR-425B as follows:

a. Column (b) - Corn

(1) If the letters "NA" appear in 2(b) enter a dash (-) in 3(b), 6(b), 7(b), 8(b), 9(b), 10(b), and 11(b), and make no computation with respect to such items.

(2) Verify 3(b) by subtracting 2(b) from 1(b). Determine that there is a zero(0) in 3(b) if 2(b) is equal to or greater than 1(b).

(3) Obtain 6(b) by multiplying 5(b) by 0.20.

(4) Obtain 7(b) by multiplying 3(b) by 6(b).

(5) Obtain 8(b) by multiplying 5(b) by 0.04.

(6) Obtain 9(b) by multiplying 2(b) by 8(b).

(7) Obtain 10(b) by adding 7(b) and 9(b).

(8) Obtain 11(b) by dividing 10(b) by 3(b). If 3(b) is zero (0) enter a dash (-) in 11(b).

(9) Obtain 12(b) by multiplying 5(b) by 0.50.

(10) Enter in 13(b) the smaller of the entries in 11(b) and 12(b). If there is a dash (-) in 11(b) transfer the entry from 12(b) to 13(b).

(11) Obtain 14(b) by subtracting 2(b) from 4(b). If the letters "NA" appear in 2(b) obtain 14(b) by subtracting 10.0 from 4(b).

(12) Obtain 15(b) by multiplying 13(b) by 14(b).

b. Column (c) - Wheat.

(1) If the letters "NA" appear in 2(c) enter a dash (-)in 3(c), 6(c), 7(c), 8(c), 9(c), 10(c), and 11(c), and make no computation with respect to such items.

(2) Verify 3(c) by subtracting 2(c) from 1(c). Determine that there is a zero (0) in 3(c) if 2(c) is equal to or greater than 1(c).

(3) Obtain 6(c) by multiplying 5(c) by 0.20.

(4) Obtain 7(c) by multiplying 3(c) by 6(c).

(5) Obtain 8(c) by multyplying 5(c) by 0.03.

(6) Obtain 9(c) by multyplying 2(c) by 8(c).

(7) Obtain 10(c) by adding 7(c) and 9(c).

(8) Obtain 11(c) by dividing 10(c) by 3(c). If the entry in 3(c) is zero (0) enter a dash (-) in 11(c).

(9) Obtain 12(c) by multiplying 5(c) by 0.50.

(10) Enter in 13(c) the smaller of the entries in 11(c) and 12(c). If there is a dash (-) in 11(c), transfer the entry from 12(c) to 13(c).

(11) Obtain 14(c) by subtracting 2(c) from 4(c). If the letters "NA" appear in 2(c) obtain 14(c) by subtracting from 4(c) the larger of 10.0 acres and the allotment in 2(c), if any.

(12) Obtain 15(c) by multiplying 13(c) by 14(c).

c. Column (d) - Commercial Vegetables.

(1) Obtain 9(d) by multiplying 2(d) by $1.50.

(2) Obtain 14(d) by subtracting from 4(d) the larger of 2(d) and 1.0 acre.

(3) Obtain 15(d) by multiplying 14(d) by $20.00.

d. Column (e) - General.

(1) If the letters "NA" appear in 2(e) enter a dash (-) in 3(e), 6(e), 7(e), 8(e), 9(e), 10(e), and 11(e), and make no computations with respect to such items.

(2) If the letters "NA" have not been entered in 2(c), obtain 2(e) by subtracting from 2(f) the sum of the entries in 2(b), 2(c), and 2(d). If the letters "NA" have been entered in 2(c), obtain 2(e) by subtracting from 2(f) the sum of the entries in 2(b) and 2(d). Make such entry in 2(e) even though the letters "NA" also appear in 2(e).

(3) Verify 3(e) by subtracting from 3(f) the sum of the entries in 3(b) and 3(c). Determine that there is a zero (0) in 3(e) if 3(f) is equal to the sum of 3(b) and 3(c).

(4) Obtain 6(e) by multiplying 5(e) by $4.00.

(5) Obtain 7(e) by multiplying 3(e) by 6(e).

(6) Obtain 8(e) by multiplying 5(e) by 0.50.

(7) Obtain 9(e) by multiplying 2(e) by 8(e).

(8) Obtain 10(e) by adding 7(e) and 9(e).

(9)   Obtain 11(e) by dividing 10(e) by 3(e). If the entry
in 3(e) is zero (0) enter a dash (-) in 11(e).

(10)   Obtain 12(e) by multiplying 5(e) by $8.00.

(11)   Enter in 13(e) the smaller of 11(e) and 12(e). If a
dash (-) appears in 11(e) transfer the entry from 12(e)
to 13(e).

(12)   If the letters "NA" have not been entered in 2(e),
obtain 14(e) by subtracting from 4(f) the sum of the
entries in 2(f), 14(b), 14(c), and 14(d). If the
letters "NA" have been entered in 2(e), obtain 14(e)
by subtracting from 4(f) the sum of 20.0 acres and
the entries in 14(b), 14(c), and 14(d).

(13)   Obtain 15(e) by multiplying 13(e) by 14(e).

e.   Column (f) - Total.

(1)   Verify 3(f) by subtracting 2(f) from 1(f). Determine
that a zero (0) appears in 3(f) in 2(f) is equal to or
greater than 1(f).

2.   Make computations with respect to Section II as follows:

a.   Obtain 2(b) by subtracting from 1(b) the entry in Section I,
item 2(f).

b.   Obtain 2(c) by multiplying 2(b) by 0.55.

c.   Obtain 3(c) by multiplying 3(b) by $2.00.

d.   Obtain 4(c) by multiplying 4(b) by 0.20.

e.   Obtain 5(c) by multiplying 5(b) by 0.70.

f.   If the letters "NA" have been entered in item 2(e) of
Section I, enter in 6(b) the allotment in item 2(e) of
Section I. If the letters "NA" have not been entered
in item 2(e) of Section I, enter a zero (0) in 6(b).

g.   Obtain 6(c) by multiplying 6(b) by $1.10 and then by
multiplying the result by the entry in item 5(c) of Section
I. Do not round fractions until the final result has been
obtained.

h.   Obtain 7(c) by adding 2(c), 3(c), 4(c), 5(c), and 6(c). If
the sum of the entries in Section II, items 2(c) to 6(c), in-
clusive, plus the entries in Section I, items 10(b), 10(c),
9(d), and 10(e) is less than $20.00, enter in item 7(c) of
Section II the result obtained by subtracting from $20.00
the sum of the entries in Section I, items 10(b), 10(c),
9(d), and 10(e).

i.   Obtain 8(c) by multiplying 8(b) by $1.50.. If 8(b) is greater than 20.0 enter $30.00 in 8(c).

j.   Obtain 9(c) by adding 7(c) and 8(c).

k.   Determine that 11(b) is equal to the sum of the entries in the spaces in 11(a).

l.   Obtain 11(c) by multiplying 11(b) by $1.50.

m.   Enter in 12(c) the smaller of the entries in 9(c) and 11(c).

3. If the word "Idle" has been entered in Section I, column (a) make no computations in Section III other than computations for soil-building practices. If the word "Idle" has not been entered in Section I make computations with respect to Section III as follows:

a.   Column (b) - Net Payment.

  (1) Obtain 1(b) by subtracting from Section I, 10(b) the entry in Section I, 15(b).

  (2) Obtain 2(b) by subtracting from Section I, 10(c) the entry in Section I, 15(c).

  (3) Obtain 3(b) by subtracting from Section I, 9(d) the entry in Section I, 15(d).

  (4) Obtain 4(b) by subtracting from Section I, 10(e) the entry in Section I, 15(e).

  (5) Enter in 5(b) the entry in Section II, 12(c).

  (6) Obtain 6(b) by adding the entries in 1(b), 2(b), 3(b), 4(b), and 5(b).

b.   Column (c) - Net Deduction.

  (1) Obtain 1(c) by subtracting from Section I, 15(b) the entry in Section I, 10(b).

  (2) Obtain 2(c) by subtracting from Section I, 15(c) the entry in Section I, 10(c).

  (3) Obtain 3(c) by subtracting from Section I, 15(d) the entry in Section I, 9(d).

  (4) Obtain 4(c) by subtracting from Section I, 15(e) the entry in Section I, 10(e).

  (5) Obtain 6(c) by adding the entries in 1(c), 2(c), 3(c), and 4(c).

c. Items 7(b) and 7(c).

    (1) Obtain 7(b) by subtracting from 6(b) the entry in 6(c).

    (2) Obtain 7(c) by subtracting from 6(c) the entry in 6(b).

d. Payments and deductions to applicants.

    (1) Obtain 1(d) by multiplying 1(b) by 1(e).

    (2) Obtain 1(f) by multiplying 1(c) by 1(e).

    (3) Obtain 1(g) by multiplying 1(b) by 1(h).

    (4) Obtain 1(i) by multiplying 1(c) by 1(h).

    (5) Obtain 1(j) by multiplying 1(b) by 1(k).

    (6) Obtain 1(l) by multiplying 1(c) by 1(k).

    (7) Obtain the entries for lines 2 to 5, inclusive, in columns (d), (f), (g), (i), (j), and (l) in the same manner as that employed in obtaining the entries for line 1.

    (8) Obtain 6(d), 6(f), 6(g), 6(i), 6(j), and 6(l) by adding the entries on lines 1 to 5, inclusive, in such columns.

    (9) Obtain 7(d) by subtracting from 6(d) the entry in 6(f).

  (10) Obtain 7(f) by subtracting from 6(f) the entry in 6(d).

  (11) Obtain 7(g) by subtracting from 6(g) the entry in 6(i).

  (12) Obtain 7(i) by subtracting from 6(i) the entry in 6(g).

  (13) Obtain 7(j) by subtracting from 6(j) the entry in 6(l).

  (14) Obtain 7(l) by subtracting from 6(l) the entry in 6(j).

  (15) If the division of payment with respect to a farm is the same for all crops and soil-building practices, there will be no percentage entries in columns (e), (h), and (k) except on line 7. In such cases it will not be necessary to obtain entries for lines 1 to 6, inclusive, in columns (d), (f), (g), (i), (j), and (l). For such cases, obtain 7(d), 7(g), and 7(j) by multiplying 7(b) by 7(e), 7(h), and 7(k), respectively, and obtain 7(f), 7(i), and 7(l) by multiplying 7(c) by 7(e), 7(h), and 7(k), respectively.

  (16) If not more than two persons have an interest in the farm

(a) Obtain 8(d) by subtracting from 7(d) the entry in 7(i).

(b) Obtain 8(f) by subtracting from 7(f) the entry in 7(g).

(c) Obtain 8(g) by subtracting from 7(g) the entry in 7(f).

(d) Obtain 8(i) by subtracting from 7(i) the entry in 7(d).

(17) If <u>more than</u> two persons have an interest in the farm and entries appear on line 7 only in the payment columns, or on line 7 only in the deduction columns for all persons, transfer the entries for each person from line 7 to line 8.

(18) If <u>more than</u> two persons have an interest in the farm and entries appear on line 7 in both payment columns and deduction columns, proceed as follows:

(a) If an entry has been made in 7(b), divide 7(b) by the sum of 7(d), 7(g), and 7(j). The factor so obtained shall be carried to six decimal places and rounded to four decimal places and entered in the space provided in 8(a). Obtain the entries for 8(d), 8(g), and 8(j) by multiplying 7(d), 7(g), and 7(j), respectively, by such factor.

(b) If an entry has been made in 7(c), divide 7(c) by the sum of 7(f), 7(i), and 7(l). The factor so obtained shall be carried to six decimal places and rounded to four decimal places and entered in the space provided in 8(a). Obtain the entries for 8(f), 8(i), and 8(l) by multiplying 7(f), 7(i), and 7(l), respectively, by such factor.

PART V. ENTRIES ON APPLICATIONS FOR PAYMENT

A. GENERAL

Except as provided herein, all instructions in Parv V of NCR-423 relating to entries on applications shall be followed in making entries on Forms NCR-426B and NCR-427B.

B. ENTRIES ON APPLICATIONS.

1. Prepare NCR-426B as follows:

a. Enter the serial number and farm number in the upper right-hand corner of the form. Obtain the serial number from Section III of NCR-425B and obtain the farm number from the upper right-hand corner of NCR-425B.

b. Enter in the box provided therefor at the top of the form
the word "Yes" or the word "No." This entry must be the
same as the entry in the corresponding box at the top of
NCR-425B.

c. Make entries in Section II as follows:

(1) Enter on lines 1, 2, 3, and 4 in columns (b), (c),
(d), (e), and (f) the entries on lines 1, 2, 4, and
5, respectively, in the corresponding columns of
NCR-425B.

(2) Enter on line 5 in the applicable columns, the appli-
cants precentage shares. Obtain such entries from
Section III of NCR-425B.

c. Make entries in Section III as follows:

(1) Obtain the entry for 1(b) from item 1(b) of Section
II of NCR-425B.

(2) Obtain the entry for 2(b) from item 3(b) of Section
II of NCR-425B.

(3) Obtain the entry for 3(b) from item 4(b) of Section
II of NCR-425B.

(4) Obtain the entries for lines 4 and 5 from lines 10 and
11 of Section II of NCR-425B.

e. Make entries in Section IV as follows:

(1) Obtain the entry for 1(b) from Section III, line 8,
column (f), (i), or (1) of NCR-425B or obtain the
entry for 1(c) from line 8, column (d), (g), or (j),
above whichever column the name of the applicant has
been entered. If the word "No" has been entered in
the box in the upper part of the form, enter zero (0)
in item 1(c) of Section IV of NCR-426B.

(2) Print the name of the applicant in 7(a). Obtain such
name from Section III of NCR-425B.

f. Make entries on lines 5 and 6 of Section IV on applications
bearing serial numbers less than 7,000 in accordance with the
instructions in Part VII of NCR-423. Make no entries on line
5 or 6 on Forms NCR-426B bearing serial numbers greater than
7,000.

2. Prepare NCR-427B in accordance with the instructions in Part V
of NCR-423.

PART VI. COMPUTATIONS ON APPLICATIONS FOR PAYMENT.

All computations on Forms NCR-426B and NCR-427B shall be made in accordance with the instructions in Part VI of NCR-423.

PART VII. CASES INVOLVING SET-OFFS AND ASSIGNMENTS.

All cases involving set-offs and/or assignments shall be handled in accordance with the instructions in Part VII of NCR-423.

PART VIII. SIGNATURES OF APPLICANTS AND CERTIFICATION OF COUNTY COMMITTEE.

The instructions in Part VIII of NCR-423 shall be followed in obtaining signatures of applicants and certifications of the county committee on Forms NCR-426B and NCR-427B, except in Boone County the applicant will be required to furnish in Section V of NCR-426B or in Section III of NCR-427B the answer to only two questions instead of three.

PART IX. TRANSMITTAL OF FORMS.

The instructions contained in Part IX of NCR-423 shall be followed in transmitting forms from the county office to the State and from the State office to the county office.

PART X. HANDLING OF CASES INVOLVING UNDELIVERED CHECKS, LOST CHECKS, DECEASED OR INCOMPETENT APPLICANTS, CLAIMS AND REFUNDS.

These cases shall be handled in accordance with the instructions in NCR-323 issued in connection with the 1939 Agricultural Conservation Program.

PART XI. RECEIVING FORMS.

The instructions contained in Part XI of NCR-423 shall be followed in connection with the receipt and handling of forms from Boone County.

PART XII. EXAMINATION OF FORMS.

Except as provided herein, the instructions in Part XII of NCR-423 shall be as followed in the examination of farm computation sheets and applications from Boone County.

A. EXAMINATION OF NCR-425B.

1. Determine that the farm numbered has been entered in the upper right-hand corner of the form. Obtain and enter such number if it is missing.

2. Determine that the word "Yes" or the word "No" has been entered in the box provided therefor at the top of the form.

3. Check the following entries on NCR-425B against the appropriate columns of NCR-409B. If the data on NCR-425B do not agree with the corresponding data on NCR-409B and the State committee feels that the data on the listing sheet are correct, the data on NCR-425B may be corrected to agree with the listing sheet data.

  a. Section I.

    (1) Check the corn base, wheat base, and total base against the corresponding data on NCR-409B.

    (2) Check the corn allotment, wheat allotment, commercial vegetable allotment, and total allotment against the corresponding data on NCR-409B.

    (3) Check the corn yield, the wheat yield and the productivity index against the corresponding data on NCR-409B.

    (4) If there is an entry in any column on line 1, 2, or 14, determine that there is also an entry on line 5 in such column.

  b. After entries on NCR-425B have been checked against entries on NCR-409B, make entries to the left of column (1) of NCR-409B as follows:

    (1) If RF-4 is not attached to NCR-425B, enter the letters "OK" to the left of column (1) of NCR-409B on the line bearing the farm number of NCR-425B. If the letters "OK" already appear to the left of column (1) of NCR-409B, determine whether the NCR-425B is a duplicate. Suspend the NCR-425B if it is a duplicate.

    (2) If RF-4 is attached to NCR-425B, determine whether the suspension is warranted. If the suspension is not warranted, destroy the RF-4 and enter the letters "OK" on NCR-409B.

  c. Make the following determinations with respect to Section III:

    (1) Determine that a serial number or an "X" has been entered above each person's name in Section IV of NCR-425B.

    (2) Determine that a percentage entry has been made on lines 1, 2, 3, 4, or 5 in columns (e), (h), or (k), if there is an entry on such line in column (b) or column (c). If no entries have been made on lines 1 to 5, inclusive, in columns (e), (h), or (k), determine that percentage entries have been made on line 7.

(3) Determine that the sum of the percentage entries on each
line is equal to 100 percent.

II. EXAMINATION OF APPLICATIONS.

Applications shall be examined in accordance with the instructions in
Part XII of NCR-423.

PART XIII. SCHEDULING APPLICATIONS FOR PAYMENT.

The instructions in Part XIII of NCR-423 shall be followed in schedul-
ing payments in connection with applications from Boone County.

PART XIV. MAINTAINING STATE OFFICE PROGRESS RECORD AND SUB-MISSION OF PROGRESS REPORT TO DIRECTOR OF THE NORTH CENTRAL DIVISION.

The progress of the work in connection with the 1940 Agricultural Con-
servation Program in Boone County shall be reported three times each month on
NCR-331 together with the reports on other programs handled in the Application
for Payment Section. In addition to showing such data separately on NCR-331,
the data for Boone County shall be combined with the data for the other counties
in the State so that the report on NCR-331 for the 1940 Agricultural Conservation
Program for the State of Indiana will show the data with respect to all counties
in the State.

PART XV. ADJUSTMENT OF REGISTER OF INDEBTEDNESS.

The instructions in Part XV of NCR-423 shall be followed in making
adjustments on the Register of Indebtedness.

PART XVI. HANDLING SUSPENDED CASES.

The instructions in Part XVI of NCR-423 shall be followed in handling
suspended cases from Boone County.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

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INSTRUCTIONS RELATIVE TO HANDLING CASES INVOLVING
ADVANCES BY THE SECRETARY OF AGRICULTURE FOR PAY-
MENT OF 1940 WHEAT CROP INSURANCE PREMIUMS.

- - - - - - - -

PART I. GENERAL

An applicant who requests an advance for payment of wheat crop in-
surance premiums will be required, at the time he signs his application for
insurance (FCI-12), to sign ACP-100, Revised (hereinafter referred to as
ACP-100). The applicant will be given a copy of ACP-100 and the original
and one copy will be forwarded to the State office with the application for
insurance. The remaining copy will be retained in the county office.
The amount of the advance will not be entered by the county office on
ACP-100 at this time. At a later date the county office will be required
to transmit to the State office a seeding report (FCI-19), as provided for
in Sec. 52 of the Regulations. When the State office receives the seeding
report, the correct amount of the advance will be determined and entered on
the copies of ACP-100 in the State office. Thereafter, the State office
will prepare RF-12, Record of Indebtedness, in duplicate and will forward
the copy of such RF-12 to the county office. Upon receipt of such RF-12
the county office will enter on the county office copy of ACP-100 the
correct amount of the advance and will file RF-12 in the Register of
Indebtedness. The county office should also notify the applicant of the
amount of the advance. Thereafter, the amount of the advance will be
treated as an indebtedness to the United States Government.

PART II. ELIGIBILITY FOR ADVANCE

A.   Any person who has signed an application for wheat crop in-
      surance (FCI-12) will be eligible for an advance from the
      Secretary of Agriculture to pay his crop insurance premium,
      provided:

      1.   The person applying for an advance properly executes
           ACP-100, thereby agreeing to participate in the 1940
           Agricultural Conservation Program;

      2.   The person's farm is of sufficient size and the past
           history of the farm is such that it may be reasonably
           expected, assuming payments to be in an amount equal
           to or greater than those made in connection with the
           1939 Agricultural Conservation Program, that the
           amount of payment for the applicant under the 1940

Agricultural Conservation Program will be sufficient
to cover the advance requested, or if the applicant
is indebted to the United States or has made an
assignment of his 1940 Agricultural Conservation
payment, that the estimated payment under the 1940
Agricultural Conservation Program exceeds such
indebtedness or assignment by an amount sufficient
to repay the advance. Evidence of indebtedness to
the United States can be ascertained from the
Register of Indebtedness and evidence of assignments
can be obtained from the ACP-69 file.

PART III. PREPARATION AND DISTRIBUTION OF FORM

A. Purpose of form - ACP-100 is used as a request by an applicant for
an advance by the Secretary of Agriculture to pay his wheat crop
insurance premium.

B. Preparation of form -

1. Prepare ACP-100 in quadruplicate (original and three copies)
for each application for insurance with respect to which an
advance is requested. If a person has ten applications
(FCI-12) and desires an advance for each of such applica-
tions, he must sign ten sets of ACP-100.

2. Enter the State and county code and the crop insurance
application number in the upper right-hand corner of the
form. The application number may be entered when FCI-12
is listed on FCI-15.

3. Print or type the name of the applicant in the space
provided therefor. Such name must agree with the name
of the applicant on FCI-12.

4. Determine that the applicant's signature agrees with the
printed or typed name.

5. A member of the county committee shall sign in Part II
of ACP-100 if the applicant is eligible for an advance
(see Part II of this procedure), and shall enter the
date. This date must agree with the date in paragraph
11 of FCI-12.

6. Enter the number of the transmittal sheet (FCI-15) upon
which the applicant's FCI-12 is listed.

7. Do not make any entries at this time in the space follow-
ing the words "Amount of advance approved_____."
When the seeding report has reached the State office,
the correct amount of the advance will be determined and
will be entered by the State office on the original and

copy of ACP-100 which is in the State office. An RF-12 will be prepared in duplicate in the State office and the copy of such RF-12 will be forwarded to the county office. Upon receipt of such RF-12, enter the amount of the advance on the county office copy of ACP-100 in the space following the words "Amount of advance approved _____" and file the RF-12 in the Register of Indebtedness.

C. Distribution of form -

1. Original (white) - forward to State office for forwarding to Federal Crop Insurance Corporation.

2. Copy (green) - forward to State office for State office files.

3. Copy (yellow) - give to applicant.

4. Copy (salmon) - retain in county files.

PART IV. SET-OFFS FOR CROP INSURANCE ADVANCES

Set-offs for wheat crop insurance advances will be made against any payments due the applicant, including payments under all agricultural conservation programs, price adjustment programs, range conservation programs, indemnity payments, and any other payments found to be due such applicant under any program administered by the Department of Agriculture. Such set-offs will be made in accordance with the county office procedure in NCR-323(II) in the States of Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, Ohio, and South Dakota, and in accordance with the State office procedure in NCR-State 308(I) in the States of Missouri and Wisconsin.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL REGION

INSTRUCTIONS RELATIVE TO HANDLING FARM COMPUTATION
SHEETS, APPLICATIONS FOR PAYMENT, AND RELATED FORMS
UNDER THE 1940 AGRICULTURAL CONSERVATION PROGRAM IN
THE LICKING COUNTY OFFICE AND IN THE OHIO STATE OFFICE.

PART I. GENERAL

A. GENERAL INSTRUCTIONS.

The instructions contained herein shall be followed in the Licking County Office and in the APS in the Ohio State Office in handling applications and related forms under the 1940 Licking County Agricultural Conservation Program. The instructions contained in NCR-423 for the regular 1940 Agricultural Conservation Program shall be followed except for the changes and modifications indicated herein. All references to forms in NCR-423 shall be construed as references to the corresponding Licking County forms.

B. FORMS TO BE USED.

NCR-409 - Listing Sheet.
NCR-417L - Farm Report.
NCR-425L - Farm Computation Sheet.
NCR-426L - Application for Payment for One Farm.
NCR-427L - Application for Payment for More Than One Farm.
RF-1 - Progress Record.
RF-2 - Report of Indebtedness.
RF-3 - Release of Lots and Suspended Cases.
RF-4 - Suspension Sheet.
RF-5 - Correction Sheet.
RF-6 - Replacement Form.
RF-7 - List of Persons Eligible to Execute an Application for Payment
       with Respect to Only One Farm.

RF-8 - List of Persons Eligible to Execute an Application for Payment
       with Respect to More Than One Farm.
RF-9 - Transmittal Sheet for Forms _____ (To County Office)
RF-10 - Transmittal Sheet for Forms _____ (To State Office)
RF-11 - Notice of Adjustment Payment.
RF-12 - Record of Indebtedness.
RF-14 - Record of Payment.
ACP-22 - Schedule of Disbursement.
ACP-69 - Assignment Form.
ACP-104 - Public Voucher _____ Agricultural Conservation Payments
          (Continuation Sheet)
ACP-117 - Public Voucher 1940 Agricultural Conservation Payments.
Form 1096 - Schedule of Voucher Deductions.

PART II. PREPARATION OF LISTS OF NAMES OF PERSONS ELIGIBLE TO EXECUTE APPLICATIONS FOR PAYMENT

Forms RF-7 and RF-8 will be prepared in Licking County in accordance with the instructions in Part II of NCR-423.

PART III. ENTRIES ON FARM COMPUTATION SHEETS.

A. GENERAL.

NCR-425L will be prepared from the data on NCR-417L and NCR-325L. If the farm was not operated in 1940, enter the word "Idle" in Section I across lines 22 to 40.

B. ENTRIES ON NCR-425L.

1. Enter the township code and the 1940 farm number in the upper right-hand corner of the form. Obtain such data from the upper right-hand corner of NCR-417L. If the 1940 farm number on NCR-417L is followed by the letter "X" enter in parenthesis on NCR-425L, following the 1940 farm number, the 1939 farm number for the farm. The 1939 farm number is entered on NCR-417L (in parenthesis) immediately below the photo number in the upper right-hand corner of the form. Do not enter the 1939 farm number on NCR-425L if the 1940 farm number on NCR-417L is not followed by the letter "X". An "X" following the 1940 farm number on NCR-417L indicates that the 1940 farm and the 1939 farm are identical.

2. Enter the word "yes" or the word "no" in the box provided therefor at the top of NCR-425L.

    a. Enter the word "yes" if a check mark (✓) appears in Section VI, line 1 of NCR-417L in the column headed "ACP."

    b. Enter the word "no" if an entry does not appear in Section VI, line 1 of NCR-417L in the column headed "ACP" but an "X" appears on line 2 of such column.

    c. If neither a check mark (✓) nor an "X" appears in the "ACP" column in Section VI of NCR-417L, do not prepare an NCR-425L for the farm.

3. Make entries in Section I of NCR-425L as follows:

    a. If the 1940 farm number in the upper right-hand corner of NCR-425L is followed by the 1939 farm number, obtain the county office copy of NCR-325L which was prepared for such farm in 1939 and enter in 21(e) of NCR-425L the productivity balance value which appears in 42(e) of NCR-325L. Make no other entries in Section I, lines 1 through 21, inclusive. However, if there is not on file in the county office a copy of an NCR-325L which was approved in the State office, make entries on lines 1 through 20 in accordance with the instructions in the following paragraph b.

    b. If the farm number in the upper right-hand corner of NCR-425L is not followed by the 1939 farm number, obtain data from NCR-317L or NCR-325L and make entries on lines 1 through 21, as follows:

(1) Enter in column (a) the land use or land treatment codes. All land use or land treatment codes for the same fields should be entered on consecutive lines.

(2) Enter in column (b) the acres or units for each land use code. Encircle all entries which do not represent acres of cropland such as units of fertilizer, limestone, etc. Where the same field of cropland is listed more than once, encircle all entries for such field other than the first.

(3) Enter in column (c) the productivity factors. Obtain these factors from NCR-301L.

(4) Enter in column (f) the percent of slope for each field which has a minus productivity factor in column (c).

(5) Enter in 21(b) the 1939 cropland acreage. The entry in 21(b) must equal the sum of the unencircled entries in column (b), lines 1 through 19.

c. Obtain data from NCR-417L and make entries on lines 22 through 42, inclusive, as follows:

(1) Enter in column (a) the land use or land treatment codes. All land use and land treatment codes for the same fields should be entered on consecutive lines.

(2) Enter in column (b) the acres or units for each land use code. All acreage entries will be obtained from Section III, column (b) of NCR-417L and all units of fertilizer or limestone will be obtained from Section III, column (g) of NCR-417L. Before making entries from Section III, column (g) of NCR-417L determine that the number of units shown in such column is correct. If 50 percent or more of the cost in connection with the application of lime or fertilizer is borne by any State or Federal agency other than the Agricultural Adjustment Administration, determine that no units of such material are shown in column (g) and consequently none should be entered on NCR-425L. Likewise, if a State or Federal agency has contributed towards the cost of applying lime or fertilizer and such contribution is less than 50 percent of the cost of applying such material, determine that the number of units shown in column (g) is one-half of the total units of such material which were applied in 1940. Encircle all entries which do not represent cropland. Where the same field of cropland is listed more than once, encircle all entries for such field other than the first. Encircle all entries opposite which code 9a or 9b appears in column (a).

(3) Enter in column (c) the productivity factors. Obtain these factors from NCR-401L. If code 9a is entered in column (a)

the productivity factor to be entered in column (c) opposite
such code shall be obtained by multiplying the slope in
column (f) by +0.03. This factor shall be rounded to two
decimal places. If code 9b is entered in column (a),
obtain the productivity factors to be entered in column (c)
opposite such code as follows:

(a) For the encircled acreage in column (b) opposite code
9b which corresponds with an unencircled acreage in
column (b) opposite code 2a, 2d, 2g, 5a to 5o, inclusive,
6b, 6c, or 6d, multiply the entry in column (f) by
+0.06. This factor shall be rounded to two decimal
places.

(b) For the encircled acreage in column (b) opposite code
9b which corresponds with an unencircled acreage in
column (b) opposite code 2b, 2c, 2e, 2f, or 2h, multiply
the entry in column (f) by +0.03. This factor shall be
rounded to two decimal places. For example, if a 20-acre
field with a 5 percent slope is strip cropped on the con-
tour with alternate strips of corn and wheat of equal
width, entries would be made in columns (a), (b), and
(c) as follows:

Column (a)	Column (b)	Column (c)
2a	10.0	-2.0
9b	(10.0)	+0.3
2b	10.0	-1.0
9b	(10.0)	+0.15

in this example, if alfalfa or any other positive
value crops had been grown in alternate strips with
the corn, code 9b would have been applicable only to
the acreage devoted to corn since credit is given
under code 9b for negative value crops only.

(4) Enter in column (f) the percent of slope for every field.
If code 9a or 9b is entered in column (a), be sure that the
slope in column (f) is not less than 3 percent nor more than
24 percent.

(5) Enter in 42(b) the 1940 cropland acreage. The entry in 42(b)
must equal the sum of the unencircled entries in column (b),
lines 22 through 40, inclusive.

4. Make entries in Section III of NCR-425L as follows:

a. Enter in column (a) the practice numbers of the pasture land
practices carried out. Obtain such entries from Section III,
column (h) of NCR-417L. Use a separate line for each practice.

b. Enter in column (b) the number of units of each practice carried
out. Obtain such entries from Section III, column (g) of NCR-
417L. In the case of fertilizing material, each 100 pounds shall
constitute one unit and in the case of liming material each
ton shall constitute one unit. If a portion or all of the labor,
seed, or other materials used in carrying out any practice is
furnished by a State or Federal agency, determine that the entry
for such practice in Section III, column (g) of NCR-417L is correct
before such entry is transferred to NCR-425L.

c. Enter in column (c) the rate per unit for each practice. Obtain
such rates from Section VI of NCR-401L.

d. Enter in 7(d) the acreage of noncropland pasture. Obtain such
entry from NCR-417L, Section III, column (b) opposite the letter
"Y". Do not make any entry in 7(d) unless there are practices
shown in column (a).

5. Make entries in Section IV as follows:

a. Enter in item 1 the acreage of trees planted on the farm in 1940.
Obtain such entry from Section III, column (g) of NCR-417L.
If a portion or all of the labor or other material used in
carrying out any tree planting practice is furnished by a State
or Federal agency determine that the entry in column (g) is
correct before it is transferred to NCR-425L.

6. Make entries in Section V as follows:

a. Enter the name of each person whose name appears in Section I
of NCR-417L and above the name of each person enter the serial
number for such person which is shown on RF-7 or RF-8. If any
person is not eligible to participate in the 1940 Licking County
Agricultural Conservation Program, his name will not appear on
RF-7 or RF-8 and no serial number will be available. In such
case enter "xxx" in the space for the serial number. All names
shall be entered in Section V in accordance with the instructions
in Section II, paragraph 6 of Part III of NCR-423.

b. Where there are more than three persons who have an interest in
the farm, additional Forms NCR-425L shall be used. The farm
number shall be entered in the upper right-hand corner of the
additional form. No entries shall be made in Sections I, II, III,
and IV of such form.

c. Enter in columns (e), (h), and (k) the percentage shares of each
person in the payments or deduction computed for the farm.
Obtain such percentage entries from Section III of NCR-417L, from
NCR-417B, or from ACP-95. If the percentage shares for a person
in the cropland conserving payment, pasture land conserving payment,

and tree planting payment are the same, make no entries on line 1, 2, or 3, but enter such percentage share on line 5.

d. If any person for whom a serial number has been entered, has made an assignment, enter on line 6 beneath the name of such person the name and address of the assignee and the unpaid amount of the assignment. Do not enter the data with respect to the assignment if Part III of ACP-69 has been executed or if Part II of the ACP-69 has not been executed. Complete instructions relating to assignments may be found in Part VII of NCR-423.

PART IV. COMPUTATIONS ON FARM COMPUTATION SHEETS.

A. GENERAL

Special consideration must be given to computations involving negative numbers. In no case shall any negative number be disregarded unless the instructions contained herein provide that such number is to be disregarded. In rounding fractions to the required number of decimal places, disregard all figures beyond two places to the right of the required number of decimal places. If the last two figures are 50 or less, disregard such figures but if such figures are 51 or more, add one unit to the preceding figure.

B. INSTRUCTIONS FOR MAKING COMPUTATIONS ON NCR-425L.

1. Make computations with respect to Section I as follows:

a. Obtain entries for column (d) by multiplying each positive factor in column (c) by the entry on the same line in column (b). Round to one decimal place.

b. Obtain entries for column (e) by multiplying each negative factor in column (c) by the entry on the same line in column (b). Round to one decimal place.

c. Obtain entries for column (g) as follows:

(1) If the code in column (a) is other than 2b or 2c, obtain entries for column (g) by multiplying the entry in column (f) by 0.1.

(2) If the code in column (a) is 2b or 2c, make two entries in column (g) as follows:

(a) Enter the result obtained by multiplying the entry in column (f) by 0.1.

(b) Enter and encircle the amount obtained by multiplying the entry in column (f) by 0.05. Round to two decimal places.

d. Obtain entries for column (h) by multiplying each entry in column (g) on a line on which a negative factor appears in column (c) by the entry in column (b). Round to one decimal place. Do not obtain an entry for column (h) for any line on which a circled entry appears in column (b). In cases where there are both a circled entry and an unencircled entry in column (g), use only the circled entry and disregard the unencircled entry.

e. Obtain entries for column (i) by multiplying each unencircled entry in column (g) by the entry on the same line in column (b). Round to one decimal place. Do not obtain an entry for column (i) for any line on which a circled entry appears in column (b).

f. Obtain 20(d) by adding the entries in 1(d) to 19(d), inclusive.

g. Obtain 20(e) by adding the entries in 1(e) to 19(e), inclusive.

h. Obtain 20(h) by adding the entries in 1(h) to 19(h), inclusive.

i. Obtain 41(d) by adding the entries in 22(d) to 40(d), inclusive.

j. Obtain 41(e) by adding the entries in 22(e) to 40(e), inclusive.

k. Obtain 41(h) by adding the entries in 22(h) to 40(h), inclusive.

l. Obtain 41(i) by adding the entries in 22(i) to 40(i), inclusive.

m. Obtain 21(h) by adding algebraically the entries in 20(d), 20(e), and 20(h).

n. Obtain 42(h) by adding algebraically the entries in 41(d), 41(e), and 41(h).

o. Obtain 21(e) by dividing 21(h) by 21(b). Round to two decimal places.

p. Obtain 42(e) by dividing 42(h) by 42(b). Round to two decimal places.

q. Obtain 42(i) by dividing 41(i) by 42(b). Round to two decimal places.

2. Make computations with respect to Section II as follows:

a. Obtain item 1 by adding algebraically -0.70 and one-half of the entry in Section I, 42(i). Round to two decimal places.

b. Obtain item 2 by subtracting algebraically from the entry in Section I, 42(e), the entry in item 1 and multiplying such

difference by 100. If the result is a negative number, such number preceded by a minus sign shall be entered in item 2.

c. Obtain item 3 by subtracting algebraically from ∤0.10 the entry in item 1 and multiplying the difference by 100.

d. Enter in item 4 the smaller of items 2 and 3. If the entry in item 2 is a negative number, transfer such negative number to item 4.

e. Obtain item 5 by multiplying item 4 by $0.015. Round to three decimal places. If the entry in item 4 is a negative number, the entry in item 5 will likewise by a negative number.

f. Obtain item 6 by multiplying item 5 by the entry in Section I, 42(b). Round to the nearest cent. If the entry in item 5 is a negative number, the entry in item 6 will likewise be a negative number.

g. Obtain item 7 by subtracting from Section I, 42(e) the entry in Section I, 21(e) and multiplying such difference by 100. If the result is a negative number, such number preceded by a minus sign shall be entered in item 7 and dashes (-) shall be entered in items 8, 9, and 10.

h. Enter in item 8 the entry in item 7 if it is less than 40, otherwise enter 40.

i. Obtain item 9 by multiplying item 8 by $0.02.

j. Obtain item 10 by multiplying item 9 by the entry in Section I, 42(b). Round to the nearest cent.

3. Make computations with respect to Section III as follows:

a. Obtain 1(d) through 5(d), inclusive, by multiplying each of the entries in column (b) on lines 1 through 5 by the entry on the same line in column (c).

b. Obtain 6(d) by adding the entries in 1(d) through 5(d).

c. Obtain 8(d) by multiplying 7(d) by $0.50.

d. Enter in 9(d) the larger of 8(d) and $3.00

e. Enter in 10(d) the smaller of 6(d) and 9(d).

4. Make computations with respect to Section IV as follows:

a. Enter in item 2 the entry in item 1 unless such entry exceeds 4.0, in which case enter 4.0.

b. Obtain item 3 by multiplying item 2 by $7.50.

5. Make entries and computations with respect to Section V as follows:

a. Obtain 1(b) as follows:

(1) If items 6 and 7 of Section II are both positive, enter the sum of items 6 and 10.

(2) If item 6 is positive and item 7 is negative, enter item 6.

(3) If item 6 is negative and item 7 is positive, enter item 10.

(4) If item 6 is negative and item 7 is negative, enter zero.

(5) If the word "idle" has been entered in Section I on lines 22 through 40, enter zero.

(6) If the word "no" appears in the box at the top of the form, enter zero.

b. Obtain 1(c) as follows:

(1) If items 6 and 7 of Section II are both positive or if either of such items is positive, enter zero.

(2) If items 6 and 7 of Section II are both negative, enter item 6. Make this entry even though the word "no" appears in the box in the upper part of the form.

c. Enter in 2(b) the entry in Section III, item 10(d). Enter zero if the word "no" appears in the box at the top of the form.

d. Enter in 3(b) the entry in Section IV, item 3. Enter zero if the word "no" appears in the box at the top of the form.

e. Obtain 4(b) by adding 1(b), 2(b), and 3(b).

f. Obtain the entries for columns (d), (g), and (j), lines 1, 2, and 3, by multiplying the entries in column (b) on such lines by the entries in columns (e), (h), and (k).

g. Obtain 1(f), 1(i), and 1(l) as follows:

(1) If there is a zero in 1(c), enter zero in 1(f), 1(i), and 1(l).

(2) If the serial number above an applicant's name is less than 7,000, enter zero in 1(f), 1(i), and 1(l), whichever is applicable.

(3) If there is an entry in 1(c) other than zero and if the
serial number above an applicant's name is greater than
7,000, obtain the entry for 1(f), 1(i), or 1(l) for
such applicant by multiplying 1(c) by the entry on line 1,
column (e), (h), or (k), whichever is applicable. If there
is no entry on line 1 in column (e), (h), or (k) for such
applicant, use the entry on line 5.

h. Obtain 4(d), 4(g), and 4(j) by adding the entries on lines 1, 2,
and 3 in such columns. However, if there are no entries on
lines 1, 2, and 3 for an applicant but there is an entry on
lines 5 in column (e), (h), or (k), obtain 4(d), 4(g), or 4(j)
for such applicant by multiplying 4(b) by 5(e), 5(h), or 5(k),
whichever is applicable.

i. Obtain 5(d) by subtracting from 4(d) the entry in 1(f). Obtain
5(g) and 5(j) in a similar manner.

j. Obtain 5(f) by subtracting from 1(f) the entry in 4(d). Obtain
5(i) and 5(l) in a similar manner.

PART V. ENTRIES ON APPLICATIONS FOR PAYMENT.

A. GENERAL.

Except as provided herein, all instructions in Part V of NCR-423
relating to applications shall be followed in making entries on Forms
NCR-426L and NCR-427L.

B. ENTRIES ON APPLICATIONS.

1. Prepare NCR-426L as follows:

a. Enter the serial number and farm number in the upper right-
hand corner of the form. Obtain the farm number from the
upper right-hand corner of NCR-425L and obtain the serial
number from Section V of NCR-425L.

b. Enter in the box provided therefor at the top of the form the
word "yes" or the word "no." This entry must be the same as
the entry in the corresponding box at the top of NCR-425L.

c. Make entries in Section I as follows:

(1) Obtain the entry for item 1 from NCR-425L, Section I, 21(e).

(2) Obtain the entry for item 2 from NCR-425L, Section I, 42(b).

(3) Obtain the entry for item 3 from NCR-425L, Section I, 42(e).

(4)   Obtain the entry for item 4 from NCR-425L, Section II, item 1.

(5)   Obtain the entry for item 5 from NCR-425L, Section III, 7(d).

(6)   Obtain the entry for item 6 from NCR-425L, Section IV, item 1.

d.   Make entries in Section II as follows:

(1)   Obtain the entries for item 1 from NCR-425L, Section III, column (a).

(2)   Obtain the entries for item 2, from NCR-425L, Section III, column (b).

e.   Make entries in Section III as follows:

(1)   Obtain the entry for item 1 from NCR-425L, Section V, line 1 or line 5, column (e), (h), or (k).

(2)   Obtain the entry for item 2 from NCR-425L, Section V, line 2 or line 5, column (e), (h), or (k).

(3)   Obtain the entry for item 3 from NCR-425L, Section V, line 3 or line 5, column (e), (h), or (k).

f.   Make entries in Section IV as follows:

(1)   Obtain the entry for 1(b) from NCR-425L, Section V, line 5, column (f), (i), or (l), whichever is applicable. Obtain the entry for 1(c) from NCR-425L, Section V, line 5, column (d), (g), or (j), whichever is applicable. If the word "no" has been entered in the box in the upper part of the form, enter zero in item 1(c) of Section IV of NCR-426L.

(2)   Print the name of the applicant in 7(a). Obtain such name from Section V of NCR-425L.

(3)   Make entries on lines 5 and 6 of Section IV on applications bearing serial numbers less than 7,000 in accordance with the instructions in Part VII of NCR-423. Make no entries on line 5 or 6 of Forms NCR-426L bearing serial numbers greater than 7,000.

2.   Prepare NCR-427L in accordance with the instructions in Part V of NCR-423.

PART VI.   COMPUTATIONS ON APPLICATIONS FOR PAYMENT.

All computations on NCR-426L and NCR-427L shall be made in accordance with the instructions in Part VI of NCR-423.

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PART VII. CASES INVOLVING SET-OFFS AND ASSIGNMENTS.

All cases involving set-offs and/or assignments shall be handled in accordance with the instructions in Part VII of NCR-423.

PART VIII. SIGNATURES OF APPLICANTS AND CERTIFICATION OF COUNTY COMMITTEE.

The instructions in Part VIII of NCR-423 shall be followed in obtaining signatures of applicants and certifications of the county comcittees on NCR-426L and NCR-427L.

PART IX. TRANSMITTAL OF FORMS.

The instructions contained in Part IX of NCR-423 shall be followed in transmitting forms from the county office to the State office and from the State office to the county office.

PART X. HANDLING OF CASES INVOLVING UNDERLIVERED CHECKS, LOST CHECKS, DECEASED OR INCOMPETENT APPLICANTS, CLAIMS AND REFUNDS

These cases shall be handled in accordance with the instructions in NCR-323 issued in connection with the 1939 Agricultural Conservation Program.

PART XI. RECEIVING FORMS.

The instructions contained in Part XI of NCR-423 shall be followed in connection with the receipt and handling of forms from Licking County. Upon receipt of Forms NCR-425L on which the 1940 farm number is followed by the 1939 farm number (in parenthesis), withdraw from the State office files the NCR-325L bearing the 1939 farm number and attach such forms together.

PART XII. EXAMINATION OF FORMS.

Except as provided herein the instructions in Part XII of NCR-423 shall be followed in the examination of farm computation sheets and applications from Licking County.

A. EXAMINATION OF NCR-425L.

1. Determine that the farm number has been entered in the upper right-hand corner of the form. Obtain and enter such number if it is missing.

2. Determine that the word "yes" or the word "no" has been entered in the box provided therefor at the top of the form.

3. If the farm number on NCR-425L is not followed by the 1939 farm number, check Section I as follows:

a. Determine that the productivity factors in column (c) are correct

for the land use codes entered in column (a).

b. Determine that there is an entry in column (f) for every line from 22 to 40, inclusive, which has an unencircled entry in column (b) and for every line from 1 to 19, inclusive, which has an unencircled entry in column (b) and also a minus productivity factor in column (c).

c. Determine that the slopes shown in column (f) on lines 22 through 40 are not inconsistent with those shown on lines 1 to 19, inclusive, for corresponding fields.

d. Determine that the following codes have not been shown for the same field for 1939 and 1940, respectively.

1939	1940
3a	3c
3a	3d
3b	3b
3b	3d
3c	3b
3c	3c
3d	3b
3d	3c
3d	3d
3k	3m
3k	3n
3l	3l
3l	3n
3m	3l
3m	3m
3m	3l
3n	3m
3n	3n

e. Determine that the entry in column (b) has been encircled if code 9a appears on the same line in column (a) and that there is an equivalent unencircled acreage in column (b) opposite which codes 2a, 2d, 2g, 5a to 5o, inclusive, 6b, 6c, or 6d appear in column (a). Verify the entry in column (c) opposite code 9a in accordance with the instructions in Part III, Section B, paragraph 3, subparagraph c, item (3) of this NCR-423L.

f. Determine that the entry in column (b) has been encircled if code 9b appears on the same line in column (a), and that there is an equivalent unencircled acreage in column (b) opposite which codes 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 5a to 5o, inclusive, 6b, 6c, or 6d appear in column (a). Verify the entry in column (c)

opposite code 9b in accordance with the instructions in Part III, Section B, paragraph 3, subparagraph c, item (3) of this NCR-423L.

g. Determine that the entry in column (f) is not less than 3 nor more than 24 on lines on which codes 9a or 9b appear in column (a).

h. Determine that the entry in 21(b) is equal to the sum of the un-encircled entries in column (b) on lines 1 through 19 and that the entry in 42(b) is equal to the sum of the unencircled entries in column (b) on lines 22 through 40.

4. If the farm number on NCR-425L is followed by the 1939 farm number, check Section I as follows:

a. Determine that there is attached to NCR-425L the State office copy of an NCR-325L bearing the 1939 farm number and that the entry in 21(e) of NCR-425L is the same as the entry in 42(e) of NCR-325L.

b. With respect to the 1940 data on lines 22 through 40 of NCR-425L, make the determination set forth in subparagraphs a to g, inclusive, of paragraph 3.

5. Make the following determinations with respect to Section III:

a. Determine that the rates per unit in column (c) are correct for the practice numbers entered in column (a). Such rates are contained in Section VI of NCR-401L.

b. Determine that there is an entry in 7(d) if there are entries on lines 1 to 5.

6. Make the following determinations with respect to Section V:

a. Determine that a serial number or "XXX" has been entered above each name.

b. Determine that for each applicant there is an entry in the percentage share column on line 1 or line 5.

c. If there are entries on lines 1 to 5 of Section III, determine that there are percentage entries on line 2 or on line 5 of Section V.

d. If there is an entry in item 1 of Section IV, determine that there are percentages entries on line 3 or line 5 of Section V.

e. Determine that the sum of the percentage entries in columns (e), (h), and (k) is equal to 100 percent on each line.

B. EXAMINATION OF APPLICATIONS.

Applications will be examined in accordance with the instructions in
Part XII of NCR-423.

PART XIII. SCHEDULING APPLICATIONS FOR PAYMENT.

The instructions in Part XIII of NCR-423 shall be followed in schedul-
ing payments in connection with applications from Licking County.

PART XIV. MAINTAINING STATE OFFICE PROGRESS RECORD AND SUBMISSION
OF PROGRESS REPORT TO DIRECTOR OF NORTH CENTRAL DIVISION.

The progress of the work in connection with the 1940 Agricultural
Conservation Program in Licking County shall be reported three times
each month in columns (f) and (g) of NCR-331. In addition to showing such
data in columns (f) and (g) the data for Licking County shall be combined with
the data for the other counties in the State so that the report in column
(j) and (k) of NCR-331 will show the data with respect to all counties in
the State of Ohio.

PART XV. ADJUSTMENT OF REGISTER OF INDEBTEDNESS.

The instructions in Part XV of NCR-423 shall be followed in making
adjustments on the Register of Indebtedness.

PART XVI. HANDLING SUSPENDED CASES.

The instructions in Part XVI of NCR-423 shall be followed in handling
suspended cases from Licking County.

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